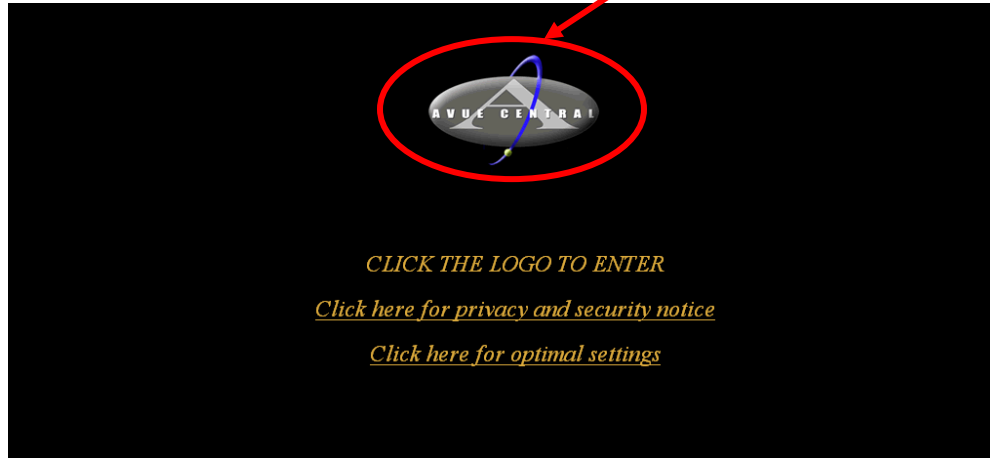


# How to apply for jobs through AVUECentral

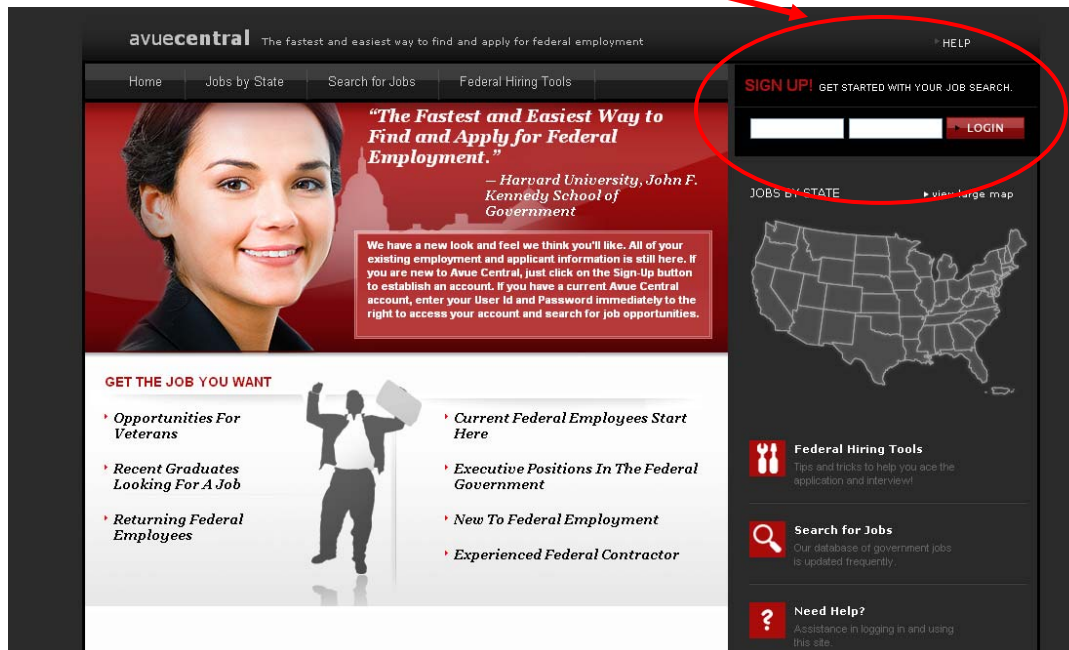
## Step 1 – Locate Vacancy Announcement

Go to our hiring program AVUECentral at: [www.avuedigitalservices.com](http://www.avuedigitalservices.com)  
(AVUECentral can also be accessed this through USAJobs at: <http://www.usajobs.gov>)

Click the AVUECentral Logo to enter site.



Log into AVUECentral. If you do not have a profile, you will need to set one up under “Sign Up!” – Get Started With Your Job Search.



Once logged in, click on “Job Search”

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REFERENCE CODE  GO log out help

Home Inbox (1) **Job Search** Job Cart Profile My Network Community AvueWiki

**Recommended Vacancies**  
Here are vacancies that might match what you are looking for.

Add to Cart	Closing	Vacancy	Agency	Location	Am I Eligible to Apply
<input type="checkbox"/>	None	<b>Administrative Support Assistant</b> Salary: \$32,172.00 - \$53,777.00	USFS	Multiple Locations	Eligible
<input type="checkbox"/>	None	<b>Administrative Support Assistant</b> Salary: \$32,172.00 - \$53,777.00	USFS	Multiple Locations	Eligible
<input type="checkbox"/>	None	<b>Administrative Support Clerk</b> Salary: \$25,797.00 - \$43,412.00	USFS	Multiple Locations	Eligible
<input type="checkbox"/>	None	<b>Program Support Clerk (OA)</b> Salary: \$29,726.00 - \$38,639.00	USFS	ALBUQUERQUE, NM	Eligible
<input type="checkbox"/>	None	<b>Program Support Clerk (OA)</b> Salary: \$29,726.00 - \$38,639.00	USFS	ALBUQUERQUE, NM	Eligible

**Jobs I've Applied For**

**Main Links**  
Hiring Process  
Veterans Preference  
Federal Benefits  
Prepare for Success  
Avue Index  
Virtual Resume

**My Network**  
Request a Colleague  
View All Colleagues

**Top Jobs**  
Administrative Support Assistant  
Salary: \$32,172.00 - \$53,777.00  
Administrative Support Assistant  
Salary: \$32,172.00 - \$53,777.00  
Administrative Support Clerk  
Salary: \$25,797.00 - \$43,412.00  
Program Support Clerk (OA)  
Salary: \$29,726.00 - \$38,639.00  
Program Support Clerk (OA)  
Salary: \$29,726.00 - \$38,639.00

Select “Search by Filters”

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REFERENCE CODE  GO log out help

Home Inbox (1) **Job Search** Job Cart Profile My Network Community AvueWiki

**Search by State** **Search by Filters**

Click on any state to see jobs you can access with Avue Central.

**Jobs I've Applied For**

**Main Links**  
Hiring Process  
Veterans Preference  
Federal Benefits  
Prepare for Success  
Avue Index  
Virtual Resume

**My Network**  
Request a Colleague  
View All Colleagues

**Top Jobs**  
Administrative Support Assistant  
Salary: \$32,172.00 - \$53,777.00  
Administrative Support Assistant  
Salary: \$32,172.00 - \$53,777.00  
Administrative Support Clerk  
Salary: \$25,797.00 - \$43,412.00  
Program Support Clerk (OA)  
Salary: \$29,726.00 - \$38,639.00

A new screen will appear titled “Filter Search.” Scroll down to the bottom and enter the vacancy announcement number of the position(s) you want to apply for; a list of vacancy announcements are attached. The announcement numbers are case sensitive. Once you’ve entered the announcement number(s), click on “Find Jobs.”

County Services and Oversight Supervision Agency  
Department of Justice  
Drug Enforcement Administration

**State**  
Select one or more states  
Alabama  
Alaska  
Arizona  
Arkansas

**Announcement Number**  
Enter the Announcement number if you know it  
TEMP-OCR-462-4-TSP  
TEMP-OCR-462-5-TSP  
TEMP-OCR-462-5-TSI

**Save Search**  
SAVE SEARCH  
**Find Jobs**

**STATUS: OPEN**  
**Forestry Aid**  
Status: OPEN  
(CAREER LADDER) Program Specialist  
Status: CLOSED  
(CAREER LADDER) Forestry Technician (Timber Sale Preparation)  
Status: COMPLETED  
(CAREER LADDER) Administrative Support Assistant  
Status: CLOSED  
(CAREER LADDER) Administrative Support Assistant  
Status: CLOSED  
Biological Science Technician (Wildlife)  
Status: CLOSED  
Office Automation Clerk  
Status: CLOSED  
Forestry Technician (Wilderness)  
Status: CLOSED  
Forestry Technician (hotshot handcrew)  
Status: CLOSED  
Information Receptionist  
Status: CLOSED  
Biological Science Technician (Wildlife)  
Status: CLOSED  
Office Automation Clerk  
Status: CLOSED  
(CAREER LADDER) Civil Engineering Technician  
Status: COMPLETED  
Forestry Technician  
Status: COMPLETED  
Administrative Support Assistant  
Status: CANCELLED  
(CAREER LADDER) Civil Engineering Technician  
Status: COMPLETED

The vacancy announcement(s) will appear at the bottom of your screen; double click on the bolded position name under “Vacancy” to open the announcement or check “Add to Cart” to save more than one vacancy announcement.

To apply online for positions and use a page profile you have already created, select those with the logo. These positions are powered by Avue Digital Services (ADS).

The ✓ icon by a position title indicates you have already begun, or may have completed, the application process. To see complete information about the status of your application or to complete an unfinished application, click on the position title, or look in “Jobs I Have Applied For” on your home page.  
For positions that cannot be applied to online using Avue Digital Services, you can view the *Vacancy Announcement* by clicking the link under the “Job Title” heading. Follow the “How to Apply” instructions in the vacancy announcement very carefully.

**Vacancy Search 1 to 15 of 3**

printer-friendly export to Excel

Add to Cart	Closing	Vacancy	Agency	Location	Am I Eligible to Apply?
<input type="checkbox"/>	None	<b>Forestry Technician (Timber Sale Preparation)</b> Salary: \$12.73 - \$12.73	USFS	Multiple locations throughout the Forest Service.	Eligible
<input type="checkbox"/>	None	<b>Forestry Technician (Timber Sale Preparation)</b> Salary: \$14.24 - \$14.24	USFS	Multiple locations throughout the Forest Service.	Eligible
<input type="checkbox"/>	None	<b>Forestry Technician (Timber Stand Improvement)</b> Salary: \$14.24 - \$14.24	USFS	Multiple locations throughout the Forest Service.	Eligible

Page 1 of 1

**Main Links**  
Hiring Process  
Veterans Preference  
Federal Benefits  
Prepare for Success  
Avue Index  
Virtual Resume

**My Network**  
Request a Colleague  
View All Colleagues

**Top Jobs**  
Administrative Support Assistant  
Salary: \$32,172.00 - \$53,777.00  
Administrative Support Assistant  
Salary: \$32,172.00 - \$53,777.00  
Administrative Support Clerk (OA)  
Salary: \$25,797.00 - \$43,412.00  
Program Support Clerk (OA)  
Salary: \$29,726.00 - \$38,639.00  
Program Support Clerk (OA)  
Salary: \$29,726.00 - \$38,639.00

**My Jobs**

## Step 2 – Apply for Position

A summary screen will appear for the position selected. Links on the right side will provide a position description, describe the application process, etc. Click on “Apply Now” to apply.

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REFERENCE CODE:  GO log out help

Home | Inbox (1) | Job Search | Job Cart | **Profile** | My Network | Community | AvueWiki

**USDA Forest Service**  
Forestry Technician (Timber Sale Preparation), GS-0462-04

**Announcement NUMBER:** TEMP-OCR-462-4-TSP **APPLICATION DEADLINE:**

**JOB LOCATION:** Multiple locations throughout the Forest Service. **Work Schedule:** Full Time

**SALARY RANGE:** \$12.73-\$12.73 **OPEN DATE:** 09/03/2008

**Time Limit:** Temporary, not to exceed 6 Months **WHO MAY APPLY:** US citizens

**NUMBER OF VACANCIES:** 80

**NOTES:**  
This is a continuously open recruitment bulletin for multiple locations throughout the Forest Service.  
Positions may be filled as a *Temporary Appointment* up to 6 months or as a not to exceed (NTE) 1 year which can be extended 1 additional year.  
These are temporary positions with varying tours of duty (work schedule) and may include weekend work. Some positions may have irregular and protracted hours of work. Tours of duty include full-time or less than full-time. Considerable travel may be required.  
Relocation expenses (transfer of station) are not authorized.  
The Office of Personnel Management has delegated to the Forest Service the authority to make Temporary Appointments under the USDA Demonstration Project for Temporary Employment. Under this project, any U.S. Citizen may apply.  
**DUTIES:**  
Performs timber sales preparation duties, such as cruising timber, in support of timber sales activities.

Contact Information:  
ASC-HCM

**Job Posting Information**  
Summary  
Full Job Description  
Qualifications  
Other Relevant Information  
Legal Notices  
Public Notice Vacancy Announcement  
Application Process  
**Apply Now**  
Email this Job to a Friend

Mandatory fields are in red, optional information to attach is below that. Complete all mandatory fields and optional information. College transcripts must be attached to application.

**Instructions**  
Welcome! Please review the following instructions prior to beginning your application

**Announcement Number:** TEMP-OCR-462-4-TSP  
**Title, Series, Grade:** Forestry Technician (Timber Sale Preparation), GS-0462-04  
**Closing Date:** None

All application materials must be totally free of any classified information.

To complete the application, please click on the menu items on the right side of the screen and fill in the information as requested. The items with an "\*" beside them are mandatory items. You will not be able to certify your application until those items are complete. The mandatory items will change color once completed.

If you have already created your personal profile that information was copied into this *Vacancy* when you clicked on "Apply Now." If you have already created your personal profile, the application process should take about 30 minutes to complete, as all of the information that you have in your personal profile was copied into the application for this *Vacancy* when you clicked on "Apply Now."

You will be taken through the screens in the same order they appear on the menu. This does not mean you need to enter new information, though you may do so if you wish. If you are satisfied with the content of that item (Work History, for example), scroll to the end of the screen and click "Continue." This has the effect of electronically "stapling" that part of the profile to the application for this specific position.

If you choose to make any changes to the following menu items: Work History, Education, References, Attach Resume and Supporting Documents, or Additional Information, check the "Update Personal Profile" box at the bottom of these screens. This will update the information in your base profile as well as for this *Vacancy*. If you do not place a check in the box, the information will be used for your application to this *Vacancy* only.

If you do not currently have a personal profile, the process may take a couple of hours to complete, depending on how much information you choose to place in your profile and what can be copied and pasted from other documents. You can begin the application, leave it and return to complete it at any point prior to the Closing Date. Be sure you save whatever screen it is you are working in before you exit the system.

**Application Process**  
Return to Main Menu  
**Mandatory**  
\* Personal Information  
\* Eligibilities  
\* Basic Qualifications  
\* Technical Qualifications  
\* Work History  
\* Education  
\* Applicant Information  
\* Send Application  
**Optional**  
References  
Additional Information  
Attach Resume and Supporting Documents  
Relevant Information  
Military Information  
Other Considerations  
**View and Print**  
Instructions  
Required Documents  
This Application  
Job Posting Information  
Summary  
Full Job Description  
Qualifications

You must select a duty location for where you want to work. Up to nine locations may be selected. Click on “Applicant Information” to do this.

**Instructions**

Welcome! Please review the following instructions prior to beginning your application

**Announcement Number:** TEMP-OCR-462-4-TSP  
**Title, Series, Grade:** Forestry Technician (Timber Sale Preparation), GS-0462-04  
**Closing Date:** None

All application materials must be totally free of any classified information.

To complete the application, please click on the menu items on the right side of the screen and fill in the information as requested. The items with an "\*" beside them are mandatory items. You will not be able to certify your application until those items are complete. The mandatory items will change color once completed.

If you have already created your personal profile that information was copied into this *Vacancy* when you clicked on "Apply Now." If you have already created your personal profile, the application process should take about 30 minutes to complete, as all of the information that you have in your personal profile was copied into the application for this *Vacancy* when you clicked on "Apply Now."

You will be taken through the screens in the same order they appear on the menu. This does not mean you need to enter new information, though you may do so if you wish. If you are satisfied with the content of that item (Work History, for example), scroll to the end of the screen and click "Continue." This has the effect of electronically "stapling" that part of the profile to the application for this specific position.

If you choose to make any changes to the following menu items: Work History, Education, References, Attach Resume and Supporting Documents, or Additional Information, check the "Update Personal Profile" box at the bottom of these screens. This will update the information in your base profile as well as for this *Vacancy*. If you do not place a check in the box, the information will be used for your application to this *Vacancy* only.

If you do not currently have a personal profile, the process requires a couple of hours to complete, depending on how much information you want to provide.

**Application Process**

- Return To Main Menu
- Mandatory
  - \* Personal Information
  - \* Eligibilities
  - \* Basic Qualifications
  - \* Technical Qualifications
  - \* Work History
  - \* Education
  - \* Applicant Information
  - \* Send Application
- Optional
  - References
  - Additional Information
  - Attach Résumé and Supporting Documents
  - Relevant Information
  - Military Information
  - Other Considerations
- View and Print
  - Instructions
  - Required Documents
  - This Application
  - Job Posting Information
  - Summary

Click on “Select Locations”

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REFERENCE CODE  GO log out help

**Home** **Inbox (1)** **Job Search** **Job Cart** **Profile** **My Network** **Community** **AvueWiki**

**APPLICANT INFORMATION**

Please indicate your preferences for your application to be considered.

**PREFERRED LOCATION(S)**

**SELECT LOCATIONS**

None Selected

**TIME LIMIT** ⓘ  
(Use ctrl+click to select more than one item)

Permanent - No Time Limit  
Temporary  
Term

**TRAVEL** ⓘ  
(Use ctrl+click to select more than one item)

I am willing to travel:


50% or more of the time  
25-49% of the time

**Application Process**

- Return To Main Menu
- Mandatory
  - \* Personal Information
  - \* Eligibilities
  - \* Basic Qualifications
  - \* Technical Qualifications
  - \* Work History
  - \* Education
  - \* Applicant Information
  - \* Send Application
- Optional
  - References
  - Additional Information
  - Attach Résumé and Supporting Documents
  - Relevant Information
  - Military Information
  - Other Considerations
- View and Print
  - Instructions
  - Required Documents
  - This Application
  - Job Posting Information
  - Summary
  - Full Job Description

Click on the State that you want to work. For the Chippewa National Forest, click on Minnesota. Our temporary positions are located in Blackduck, Deer River, Walker, and Cass Lake.

Location Notes: Multiple locations throughout the Forest Service.



Please choose a state.

None Selected

SAVE CANCEL CLEAR ALL

REFERENCE CODE  GO log out help

Community AvueWiki

Application Process

Return To Main Menu

History

Personal Information

Eligibilities

Basic Qualifications

Technical Qualifications

Work History

Education

Applicant Information

Send Application

Additional Information

References

Additional Information

Attach Résumé and Supporting Documents

Relevant Information

History Information

Other Considerations

Save and Print

Instructions

Required Documents

Send Application

Posting Information

Summary

Job Description

Qualifications

Select the locations you want your application to be considered at and then click on “Add.”

When the state map comes up, select a state. Then, highlight the cities in that state where you are willing to work. You may select a total of 9 locations.

To select more than one location in a state, hold down your control key and click each location after the first. When you have completed locations in one state, click on "Add" at the bottom of the box.

If you want to select locations in another state, repeat the process. When you have completed all your selections, click on "Save" near the bottom left of the screen.

If you get a message that you have selected more than 9 locations, even if you can't see more than 9 locations, click the CLEAR button at the bottom of the screen and redo the process, starting with selecting your first state.

Location Notes: Multiple FS locations



Please choose the preferred location in Minnesota  
(Use CTRL+Click to select more than one item) by selecting "ADD" then "SAVE" your selections below:

- BLACKDUCK, MN
- DEER RIVER, MN
- CASS LAKE, MN
- WALKER, MN
- ADD

None Selected

SAVE CANCEL CLEAR ALL

The locations will appear below the map; if the screen does not look like this the locations weren't saved successfully. Once the locations are correct, click on "Save."

When the state map comes up, select a state. Then, highlight the cities in that state where you are willing to work. You may select a total of 5 locations.

To select more than one location in a state, hold down your control key and click each location after the first. When you have completed locations in one state, click on "Add" at the bottom of the list.

If you want to select locations in another state, repeat the process. When you have completed all your selections, click on "Save" near the bottom left of the screen.

If you get a message that you have selected more than 5 locations, even if you don't see more than 5 locations, click the CLEAR button at the bottom of the screen and re-do the process, starting with selecting your first state.

Location Notes: Multiple PS locations

Please choose the preferred location in Minnesota  
(Use CTRL+Click to select more than one item) by selecting "ADD" then "SAVE" your selections below.

AURORA, MN  
BLACKDUCK, MN  
BRITT, MN  
CASS LAKE, MN  
COOK, MN

ADD

REMOVE SELECTED LOCATIONS  
(Use CTRL + Click to select more than one item)

PREFERRED LOCATIONS

BLACKDUCK, MN  
CASS LAKE, MN  
DEER RIVER, MN  
WALKER, MN

SAVE CANCEL CLEAR ALL

The locations will be saved and you will be brought back to the AVUECentral screen.

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Home Inbox Job Search Job Cart Career Portfolio My Network Community AvueWiki

log out help

Instructions  
Please indicate your preferences for your application to be considered.

**Applicant Information**

Preferred Location  
**EDIT LOCATIONS**  
BLACKDUCK, MN  
CASS LAKE, MN  
DEER RIVER, MN  
WALKER, MN

Time Limit  
(Use ctrl+click to select more than one item)  
Permanent - No Time Limit  
Temporary  
Term

Travel  
(Use ctrl+click to select more than one item)  
I am willing to travel  
50% or more of the time  
25-49% of the time  
10-24% of the time  
Less than 10% of the time  
I am not willing to travel

Work Schedule

**Application Process**

Return To Main Menu

**Mandatory**

- \* Personal Information
- \* Eligibilities
- \* Basic Qualifications
- \* Technical Qualifications
- \* Work History
- \* Education
- \* Applicant Information
- \* Send Application

**Optional**

References  
Additional Information  
Attach Resume and Supporting Documents  
Relevant Information  
Military Information  
Other Considerations

**View and Print**

Instructions  
Required Documents  
This Application

**Job Posting Information**

Summary  
Full Job Description  
Qualifications  
Other Relevant Information  
Legal Notices  
Public Notice/Vacancy Announcement

After completing all requirements of the application process, click on “Send Application.”

The screenshot shows the Avue Central application process interface. The main content area on the left contains sections for 'Applicant Information', 'Preferred Location' (with a list of locations: BLACKDUCK, MN; CASS LAKE, MN; DEER RIVER, MN; WALKER, MN), 'Time Limit' (with options: Permanent - No Time Limit, Temporary, Term), 'Travel' (with options: 50% or more of the time, 25-49% of the time, 10-24% of the time, Less than 10% of the time, I am not willing to travel), and 'Work Schedule'. The right sidebar contains a navigation menu with sections: 'Application Process' (with a link to 'Return To Main Menu'), 'Mandatory' (with links to 'Personal Information', 'Eligibilities', 'Basic Qualifications', 'Technical Qualifications', 'Work History', 'Education', and 'Send Application'), 'Optional' (with links to 'References', 'Additional Information', 'Attach Resume and Supporting Documents', 'Relevant Information', 'Military Information', and 'Other Considerations'), 'View and Print' (with links to 'Instructions', 'Required Documents', and 'This Application'), and 'Job Posting Information' (with links to 'Summary', 'Full Job Description', 'Qualifications', 'Other Relevant Information', 'Legal Notices', and 'Public Notice Vacancy Announcement'). A red arrow points from the text above to the 'Send Application' link in the 'Mandatory' section.



## **Vacancy Announcement Numbers:**

### **Forestry Technician (timber stand improvement)**

Series and Grade: GS-462-4

Vacancy Announcement: OCRT-462-4-TSI-DT

### **Forestry Technician (sale preparation)**

Series and Grade: GS-462-4

Vacancy Announcement: OCRT-462-4-TSP-DT

### **Forestry Technician (fire - handcrew)**

Series and Grade: GS-462-4

Vacancy Announcement: OCRT-462-4-HANDCREW-DT

### **Forestry Technician (recreation – forestry aid general)**

Series and Grade: GS-462-3

Vacancy Announcement: OCRT-462-3-GEN-DT

### **Forestry Technician (recreation use interviewer)**

Series and Grade: GS-462-4

Vacancy Announcement: OCRT-462-4-REC-DT

Series and Grade: GS-462-3

Vacancy Announcement: OCRT-462-3-GEN-DT

### **Biological Science Technician (plants)**

Series and Grade: GS-404-5

Vacancy Announcement: OCRT-404-5-PLANT-DT

### **Example of Minimum Qualification Requirements for GS-3, GS-4 and GS-5 Forestry Technicians**

**Grade 03:** Qualifying experience for the GS-3 level includes six months general experience that demonstrates the applicant's ability to perform the work of the position or that provided familiarity with the subject matter or processes of the occupation.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Experience requirements may be met by successful completion of one (1) academic year of post high school education which included at least 6 semester/9 quarter hours in any combination of courses such as range management or conservation, agriculture, forestry, wildlife management, engineering, biology, mathematics, or other natural or physical sciences.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

**Grade 04:** Qualifying experience for the GS-04 level includes six months general experience that demonstrates the applicant's ability to perform the work of the position or that provided familiarity with the subject matter or processes of the occupation AND six months specialized experience at the GS-03 level that is directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Experience requirements may be met by successful completion of two (2) academic years of post high school education which included at least 12 semester/18 quarter hours in any combination of courses such as forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine fisheries and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 3 semester hours in mathematics is creditable.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

**Grade 05:** Qualifying experiences includes one year of specialized experience equivalent to GS-4. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Experience requirements may be met by successful completion of a four (4) year course of study leading to a bachelors' degree or the equivalent. Education must include at least 24 semester/36 quarter hours in any combination of courses such as forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine fisheries and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 6 semester/9 quarter hours in mathematics is creditable.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.